



# **Louisville Metro Government Public Health & Wellness**

## **External Agency Fund (EAF) Application 2013**

Application deadline April 5, 2013



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## WHO CAN APPLY

**NON-PROFIT CORPORATIONS.** Applicants must be incorporated as nonprofit corporations and qualified to do business in the Commonwealth of Kentucky.

**Note:** Only one application per 501C3 (legal name as registered with the Secretary of State) will be reviewed.

### ❖ **501(c)(3) CORPORATIONS.**

- An applicant with annual revenues greater than \$25,000 must have or have applied for 501(c)3 tax-exempt status with the Internal Revenue Service. A copy of the current IRS 501(c)3 tax-exempt status determination letter, advanced determination letter or letter of affirmation is required as an attachment to the EAF application.
- If the applicant has annual revenues that are less than \$25,000, the applicant will be required to attach the organization's most recent financial statement signed by the appropriate corporate officer to its application.

### **Requirements**

- ☑ **CORPORATIONS IN GOOD STANDING.** An EAF applicant must be in *good standing* with the Kentucky Secretary of State. This information will be verified at the following website:

Website: [http://apps.sos.ky.gov/business/obdb/\(ntd5c1454bacblew1gxcls45\)/default.aspx](http://apps.sos.ky.gov/business/obdb/(ntd5c1454bacblew1gxcls45)/default.aspx)

- ☑ **REGISTERED CORPORATIONS.** EAF applicants are required to be registered with the Louisville/Jefferson County Metro Revenue Commission and be in *good standing* with the Commission. Agencies without paid employees are the exception.

- ☑ **UPDATED W-9.** EAF applicants are required to submit an updated W-9

**THE LEGAL NAME MUST BE THE SAME FOR THE Kentucky Secretary of State, Revenue Commission, AND the W-9.**

- ☑ **SERVING THE LOUISVILLE METRO COMMUNITY.** All requested funds must be used within Jefferson County to benefit Jefferson County residents.

## **HOW TO APPLY**

**RETURN YOUR COMPLETED APPLICATION BY April 5, 2013.** Completed applications can be mailed to the Mayor's Healthy Hometown Coordinator at the following address. Proposals **MUST** be **received** no later than 5:00 PM on April 5, 2013. **Applications received after this date will not be eligible for funding.**

Send by mail or drop off:

Louisville Metro Department of Public Health & Wellness  
400 East Gray Street  
Louisville, KY 40202

Attention: Mayor's Healthy Hometown Movement

### **Key Dates:**

- Date Issued: March 5, 2013
- Technical Assistance Call: March 14, 2013 10:00 a.m. and 2:00 p.m.  
**Call (502) 574-2663**
- Application Due Date: April 5, 2013 no later than 5:00 P.M.
- Award Notification: July 2013
- Awards Received: Fall 2013

# **2013 EAF TIMELINE**

## **APPLICATION DEADLINE**

**Friday April 5, 2013**

## **PANEL REVIEW**

**May 2013**

If the application satisfies all of the requirements for submission, the application will be submitted to the Louisville Metro Department of Public Health & Wellness Review Panel for critical review and recommendation. Review Panels only recommend funding.

## **AWARD NOTIFICATION**

**July 2013**

Notification of grant award status letter will be mailed.

## **EXECUTION OF GRANT AGREEMENT**

**Fall 2013**

The Louisville Metro Department of Public Health & Wellness will contact the EAF grant recipients to execute a pending Grant Agreement.

## **DEADLINE TO SPEND ALL EAF GRANT FUNDS**

**June 30, 2014**

## **DEADLINE TO SUBMIT FINAL REPORT AND COPIES OF RECEIPTS**

**July 15th, 2014**

## EAF GRANT CONDITIONS

Every grant recipient will be required to comply with the following EAF grant conditions. EAF recipients that fail to comply with these conditions may cause their EAF grant awards to be withheld or terminated.

### **Budget Limitation.**

Total grant funds requested from **all** EAF grant applications combined cannot exceed 33% of the applicant organization's total budget. Applicant organizations' annual budget cannot exceed \$250,000.

### **Unallowable Costs.**

EAF grant funds cannot be used to pay for the following:

- o Lobbying
- o Fund-raising
- o Alcoholic Beverages
- o Entertainment Costs (including but not limited to tickets to shows or sports events, lodging, and gratuities). Under some circumstances, EAF funds may be used to pay for sporting events for youth.
- o Severance Pay
- o Construction Costs
- o Vehicle Purchases
- o Indirect Costs (costs that benefit the operations of the entire organization, but cannot be identified to specific activities)
- o Direct patient care (i.e. patient screenings)

### **Lobbying is prohibited.**

For the purposes of this Handbook, lobbying means any oral or written communications by an EAF applicant and/or representative(s) employed or retained by them, with members of the Louisville Metro Council and/or staff, Louisville Metro Government Officials and/or staff, in order to attempt to influence the outcome of the EAF process. The EAF process begins when Louisville Metro Government notifies the EAF applicant of the External Agency Funding opportunity and continues through the Louisville Metro Council's approval of the Louisville Metro Government Budget. Prohibited lobbying activities include, but are not limited to:

- o Attempts to influence the outcome of the EAF process, through in-kind or cash contributions, endorsements, publicity, or similar activities;
- o Any attempt to influence the outcome of the EAF process through communication with any member or employee of the Louisville Metro Council (including efforts to influence state or local officials to engage in similar lobbying activity), or with any Louisville Metro Government official or employee;

- o Any attempt to influence the EAF process by preparing, distributing or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fund raising drive, lobbying campaign or letter writing or telephone campaign;
- o Legislative liaison activities, including attendance at Louisville Metro Government legislative sessions or committee hearings, gathering information regarding the EAF process, when such activities are carried on in support of or in knowing preparation for an effort to engage in unallowable activities; and
- o Attempting to improperly influence, either directly, or indirectly, an employee or officer of the Executive Branch of Louisville Metro Government to give consideration to or act regarding the EAF process.

## **Grant Agreement.**

To receive an EAF grant, a grant recipient will execute a Grant Agreement with Louisville Metro Government by **July 1, 2013** or as determined by the Department of Public Health & Wellness. In this executed agreement, the EAF grant recipient will agree to the following:

### **Recordkeeping**

- o To maintain and retain not less than five years after completion of the selected program, complete and accurate records of all the grant recipient's costs chargeable to Metro Government as well as all other funding sources for the selected program.
- o To grant Metro Government the right, at any reasonable time, to inspect and audit these records by authorized representatives of its own or any public accounting firm selected by it.

The records to be maintained and retained will include:

- all payroll records accounting for total time distribution of Grantee's employees working full or part time on the Agreement (to permit tracing to payrolls and related tax returns) or those individuals contracted to provide services, as well as cancelled payroll checks, or signed receipts for payroll payments in cash
- Invoices for purchases, receiving and issuing documents, and all the inventory records for stores, stock or capital items;
- Paid invoices and cancelled checks for materials purchased and for subcontractors; and any other third party charges; and
- Program participant and statistical records;
- The curriculum and schedule of classes for any educational programs or training provided by the EAF grant recipient.

## **Evaluation**

- o Grantee will also conduct a client evaluation if Grantee provides Direct Client Services

## **Financial and Progress Reports**

- o To submit financial and progress reports, showing all funds received and spent by the EAF grant recipient for the selected program, including funding from other sources (these reports will be similar to the information provided by the EAF recipient in the “Budget” section of the Metro Funding Agency Grant Application Forms);
- o To expend all Grant Funds and to implement and administer the Project strictly in conformity with the Work Program and agrees not to materially deviate from the Work Program without the prior written agreement of Metro Government. and
- o To spend all EAF grant funds by June 30, 2014 (unspent funds must be returned to Metro Government by July 31, 2014). The final program report is due no later than Friday, July 19, 2014.

## **Legal Compliance**

- o To implement and administer the selected program in compliance with all applicable laws, regulations and codes of the federal, state and local governments (Specific laws and regulations are identified in the “Certifications and Assurances” section of the Metro Funding Agency Grant Application Forms); and
- o To not unlawfully discriminate against any person by reason of race, religion, color, sex, national origin, because the person is a qualified individual with a disability, age 40 or over, familial status, sexual orientation, gender identity, is a smoker or non-smoker, or because of the person's Vietnam-era Veteran status (Specific discrimination and affirmative action laws and regulations are identified in the “Certifications and Assurances” section of the Metro Funding Agency Grant Application Forms).

## **Public Acknowledgement**

- o To publicly acknowledge that Louisville Metro Government has provided funding for the project. Examples of public acknowledgement include:
  - Holding a press conference to announce the award of an EAF grant from Louisville Metro Government;
  - Sending out a press release that your organization received an EAF grant from Louisville Metro Government;

- Posting a sign in your organization that announces that your organization is funded by an EAF grant from Louisville Metro Government;
- Including a story in your organization's newsletter announcing the receipt of an EAF grant from Louisville Metro Government;
- Mentioning that your organization is an EAF grant recipient during interviews with the media (newspaper, morning shows, etc.);
- Acknowledging the EAF of Louisville Metro Government in your organization's brochures, flyers, and/or other publications.

### **Indemnification**

- To indemnify, hold harmless, and defend the Louisville Metro Government from all claims, damages, losses and expenses resulting, directly or indirectly, from the EAF grant recipient's performance or actions.

### **Use of EAF grant funds for local travel:**

- If EAF awarded grant funds are to be used for local travel, local travel is limited to travel within a twenty-five (25) mile radius of the program site location where the majority of EAF funds are utilized.

### **Participation in the Mayor's Healthy Hometown Movement**

Grantees will be encouraged to participate on one of the following Mayor's Healthy Hometown working committees: (1) Tobacco Prevention and Control, (2) Healthy Eating (formerly known as Food in Neighborhoods), (3) Active Living, and (4) Chronic Disease Prevention and Management. Grantees will be expected to participate in a Mayor's Healthy Hometown Movement learning collaborative that will be held quarterly. This learning collaborative will increase the organization's capacity to provide activities that promote public health, and build networks for an effective, community-wide approach. Example topics to be covered include:

1. Socio-ecological model as the framework for improving public health in Metro Louisville
2. Logic model as a tool to develop programs and implement policies
3. Results framework as a public health program evaluation tool
4. Review of CDC best practices including "The Guide to Community Preventive Services" and "The Guide to Clinical Preventive Services" which contains recommendations from the US Preventive Services Task Force
5. Understanding the principles of health equity
6. Review of Louisville Metro Government grants management policies and procedures
7. Quarterly review of successes and challenges for community partners implementing programs locally

### **Non-Responsive**

- **Applicants that do not meet guidelines, follow application instructions, or meet required deadlines for submission will be considered non-responsive and will not be eligible for funding. See checklist on page 12.** It is expected that applicants will:
  - request funds within budget guidelines;

- submit 1 original application with attachments along with 5 copies without attachments;
- submit all required attachments; and
- complete the project narrative using specified formatting.

## Questions and Answers

**Q: If an Agency currently receives money from Louisville Metro Government and is approved for funding, will the funding be at the same level?**

**A:** Local government funding has always been allocated on a year-by-year basis, with no guarantees of future funding.

**Q: What is the typical amount of a grant award?**

**A..** The average mini-grant award is \$2,500 - \$3,000.

**Q: How many EAF grant application copies must be submitted?**

**A: Six:** One original copy (with attachments) and five copies (without attachments) of each EAF grant application. **DO NOT** use staples on the original or any copies.

**Q: When are the EAF grant applications due?**

**A:** The deadline date: **Friday, April 5, 2013 no later than 5 p.m**

**Q: Where is the designated location for receipt of EAF grant applications?**

**A:** On Friday, April 5, 2013 no later than 5:00 p.m.  
Louisville Metro Department of Public Health & Wellness  
400 East Gray Street  
Louisville, KY 40202

**Q: When will an Agency know if it is approved for any funding?**

**A:** We anticipate that grantees will be notified by July 19<sup>th</sup>. All Agencies that submit proposals will receive timely notification about their funding status after the Louisville Metro Government fiscal year budget is finalized.

**Q: What does 33% of Agency total budget mean?**

**A:** An applicant may be applying for external agency funds (EAF) from more than one Metro Government funding-stream for example Public Health & Wellness and the Community Services and Revitalization. Total grant funds requested from all EAF grant applications combined must not exceed 33% of the EAF applicant's total budget.

**Q: What if my application is not approved for the amount requested?**

**A:** Prior to the signing of the Grant Agreement, the EAF grant recipient and the designated representative from Louisville Metro Public Health & Wellness will discuss changes to the budget and/or selected program.

**Q: What if an applicant has questions about the application process?**

**A:** The following Louisville Metro Government staff should be contacted by email:

[Marigny.Bostock@louisvilleky.gov](mailto:Marigny.Bostock@louisvilleky.gov) or

[Stevon.Edwards@louisvilleky.gov](mailto:Stevon.Edwards@louisvilleky.gov)

## Application Checklist

- ☐ Application Narrative (1 original and 5 copies, please no pictures)
- ☐ Articles of Incorporation
- ☐ One of the following:
  - IRS 501c(3) Determination Letter
  - Letter of Advanced Determination
  - Letters of Affirmation from IRS
- ☐ Copy of applicant's financial statement (if annual gross receipts are less than \$25,000)
- ☐ Copy of organizations' current FY budget or projected budget
- ☐ Proposed project budget
  - Listing of personnel and percentage of time for personnel funds requested
  - Itemized list of "other expense" if funds for "other expense" is requested
- ☐ Proposed project logic model
- ☐ Relationship Disclosure

**LOUISVILLE METRO PUBLIC HEALTH & WELLNESS  
MAYOR'S HEALTHY HOMETOWN MOVEMENT  
EXTERNAL AGENCY FUND GRANT APPLICATION FORM**

**APPLICANT INFORMATION**

**Legal Name of Applicant Organization:**

Contact Person Name: Title:

Contact Person Phone: Email Address:

**MAIN OFFICE**

Phone: Fax: Website:

**GEOGRAPHICAL AREAS WHERE ACTIVITIES ARE PROVIDED**

Facility Location(s):

Council District(s): Zip Codes:

Neighborhood(s):

Government Facilities (i.e., Community Centers , JCPS Community Schools, etc.):

**FINANCIAL INFORMATION**

Mayor's Healthy Hometown Application Request: \$

Louisville Metro Revenue Commission Account Number:

Please attach a copy of the Articles of Incorporation to this application.

Please attach one of the following: ☐ IRS 501C(3) Determination Letter  
☐ Letter of Advanced Determination ☐ Letters of Affirmation from IRS.  
☐ Copy of applicant's financial statement (if annual gross receipts are less than \$25,000)

Fiscal Year Start Date: **Applicant's Current Fiscal Year Total Budget (attach a copy): \$**

**For the current fiscal year**, list Funds received from Louisville Metro Government, including funds received from any department or Metro Council Appropriation (Neighborhood Development Funds)

Source: Amount: \$

Source: Amount: \$

Does the applicant have a certified audit performed each year? ☐ Yes ☐ No

**SIGNATURES**

I certify under the penalty of law that the information in this application is accurate to the best of my knowledge. I am aware that my organization will not be eligible for funding if investigation at any time shows falsification. If falsification is shown after funding has been approved, any allocations already received and expended are subject to be repaid. I further certify that I am authorized to sign this application for the applying organization.

Signature of Authorized Official: Date:

**LOUISVILLE METRO PUBLIC HEALTH & WELLNESS  
MAYOR'S HEALTHY HOMETOWN MOVEMENT  
EXTERNAL AGENCY FUND GRANT APPLICATION FORM**

The narrative consists of seven sections. Respond in the given order. Number each section and retype the headings in bold type. If a section does not pertain to your program, type the number, section heading and put "Not Applicable." Responses should be on one side only, 8.5" x 11", white paper, single spaced, double spacing between paragraphs, 12-point type (Times New Roman). **The narrative should be five pages or less.**

**1.Summary of the Program.** Briefly provide a summary of the program that includes a description of the specific client population that will be served by the program. (300 words or less)

**2. Capacity of the applicant and relevant organizational experience (15 points).** List and describe the backgrounds, roles and responsibilities of key management and program staff.

**3. Extent of the problem and its relevancy to the following Mayor's Healthy Hometown Movement Goals: (15 points)**

- Increase the number of adults in Louisville Metro who engage in 30 minutes of moderate physical activity at least 5 days a week and children who engage in 60 minutes of moderate physical activity daily.
- Decrease the percentage of overweight or obese people in Louisville Metro.
- Increase the number of children and adults in Louisville Metro who eat five or more servings of fruits and vegetables per day.
- Reduce the prevalence of tobacco use among adults and youth and decrease youth initiation rates consistent with Healthy People 2020 goals and objectives. [Click here for reference](#)
- Improve chronic disease prevention and management by increasing the percentage of adults receiving age appropriate screenings (mammography, pap smear, blood cholesterol, etc) as defined by the US Preventative Service Task Force. [Click here for reference](#)

**4. Soundness of approach (30 points)**

- Describe what resources (inputs) will be committed to achieve the program's goals and what services or activities will be provided to the program's targeted client population (outputs).
- Describe the program's evaluation process. Include data collection methods and the indicators that will be tracked to measure the success of your program.
- Describe the program's targeted benefits (measurable outcomes).
- Attach a logic model that indicates inputs, activities, outputs and measurable outcomes (see sample logic model, page 18). The logic model is not counted in the 5 page limitation.
- Provide a timeline of proposed activities specify timeframe, activity, and responsible person for completing the activity.

**LOUISVILLE METRO PUBLIC HEALTH & WELLNESS  
MAYOR'S HEALTHY HOMETOWN MOVEMENT  
EXTERNAL AGENCY FUND GRANT APPLICATION FORM**

- If the program was funded by EAF Funds in 2012-2013 (The program is not the grantee.)
  - Provide specific examples of the manner in which the services provided benefited the targeted client population, specifying outcomes achieved/evaluation results.
  - Discuss any significant changes that will be made in the program

**5. Leveraging and collaboration of community resources (10 points)**

- Describe existing collaborative relationships your organization has with other community organizations, such as metro community centers, senior centers, parks, libraries, JCPS. Please indicate if your proposed project depends upon the collaborative relationship(s). A partnership letter of commitment from the appropriate center executive must be attached. Describe how you will collaborate with other community organizations.
- Demonstrate how your agency will use Metro funds to leverage additional funds for this project. Provide supporting documentation. A letter of commitment or other appropriate documentation should be attached.
- Briefly describe the program's utilization of volunteers or in-kind contributions.

**6. Sustainability (10 points)** Describe any efforts to increase and/or diversify program resources and any strategies for capacity building.

**7. Mayor's Healthy Hometown Movement (20 points).** Describe how your program's project(s) or initiative(s) does the following:

- Involves neighborhood groups in designing and creating programming that promote physical activity, healthy nutrition, tobacco use prevention and cessation and/or chronic disease prevention and management.
- Provides opportunities to engage Jefferson County residents in programming that promotes physical activity, healthy nutrition, tobacco use prevention and cessation and/or chronic disease prevention and management. Please describe your population of focus (age group, race/ethnicity, gender, etc.)
- Provides quantitative and/or qualitative data from program participants.
- Reaches out to low-income or underserved communities.

## PROGRAM BUDGET SUMMARY

The Program Budget should realistically estimate how much money is needed from Metro Government. This application should be for funds which are absolutely essential for the program. The Program Budget will be reviewed for cost effectiveness and for the direct relationship between planned expenditures and planned program activities.

Please remember that EAF grants are awarded competitively. Applications that are over-budgeted are less likely to receive support. The average mini-grant award is \$2,500 - \$3,000.

For each line item, enter whole-dollar amounts. Round off any cents to the nearest whole dollar.

<b>THE PROGRAM BUDGET</b>	Column 1 REQUESTED AMOUNT	Column 2 OTHER SOURCES/ CASH MATCH OR IN-KIND	Column 3 TOTAL
Proposed program-related salaries ( <b>Attach list of positions and percentage of time for each.</b> )	\$	\$	\$
Program-related fringe benefits including FICA, health insurance, pension, unemployment insurance, workers' comp, etc.  Fringe Benefits Percentage _____ %	\$	\$	\$
Rents/Utilities	\$	\$	\$
Office Supplies (including consumables)	\$	\$	\$
Telephone	\$	\$	\$
Capital Expenses	\$	\$	\$
Travel: In-Town	\$	\$	\$
Client Assistance	\$	\$	\$
Other Expenses (including program supplies) <b>Attach a required itemized list.</b>			
<b>TOTAL:</b>	\$	\$	\$

**Total grant amount requested from all Louisville Metro Government external agency funds cannot exceed 33% of the Applicant's Total Current Fiscal Year.**

## PROGRAM BUDGET SUMMARY (CONTINUED)

1. Proposed Funds Requested (Total Column 1) \$ \_\_\_\_\_

2. Total Louisville Metro Government funds requested from all EAF funding streams \$ \_\_\_\_\_  
(includes funds requested from any department or Metro Council Appropriation (Neighborhood Development Funds))

- Number of Proposals Submitted for 13/14 Fiscal Year \_\_\_\_\_

3. Applicant Organization's Current Fiscal Year Budget Total \$ \_\_\_\_\_  
(Cannot exceed \$250,000)

4. Percentage of **All Requested EAF Funds** to Applicant Organization's Current FY Budget  
(Cannot exceed 33% of Applicant Organization's Current FY Budget\*) \_\_\_\_\_ %

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- What percent of the Applicant Organization's Annual budget is in-kind donation? \_\_\_\_\_%
- What percent of the Applicant Organization's Annual Budget is projected income? \_\_\_\_\_%

### \*Examples of Exceeding 33% of Applicant Organization's Current FY Budget

#### Acceptable

1. \$3,000
2. \$20,000
3. \$100,000
4. 20%.

#### Not Acceptable

1. \$3,000
2. \$40,000
3. \$100,000
4. 40%

## CERTIFICATIONS AND ASSURANCES

**By signing the first page of the EAF Grant Application, the authorized official signing for the applicant organization certifies and assures to the best of his or her knowledge or belief the following Assurances and Certifications. If there is any reason why one or more of the assurances or certifications listed cannot be certified or assured, please explain in writing and attach to this application**

### Standard Assurances

1. Funds will be used for a non-construction program.
2. Applicant will establish safeguards to prohibit employees or any person that receives compensation from awarded funds from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. Applicant will give Louisville Metro Government access to and the right to examine all paper or electronic records related to the awarded grant.
4. Applicant will not lobby Louisville Metro Council members and staff by oral or written communications as specified in the External Agency Fund Lobbying Policy written in the External Agency Technical Assistance Handbook.
5. The Agency is in good standing with Louisville Metro Government

### Standard Certifications

1. The Agency has a written Affirmation Action/Equal Employment Opportunity Policy.
2. The Agency does not discriminate in employment or in provision of any service/program/activity/event (Activity) based on age, color, disabled status, national origin, race, religion, sex, gender identity or sexual orientation, or Vietnam era veteran status.
3. The Agency certifies that it will not require clients, recipients, or beneficiaries to participate in religious, political, fraternal or like Activities in order to receive services/benefits provided with Louisville Metro Government funds.
4. The Agency certifies that it will not use Louisville Metro Government funds for any religious, political or fraternal Activities.
5. The Agency understands the Americans with Disabilities Act (ADA) and makes reasonable accommodations.
6. The Agency certifies that it provides a drug-free workplace, has established a Drug Free awareness program, has informed employees about the dangers of drug abuse in the workplace and disciplinary and/or legal action for any and/or all offenses.

**Relationship disclosure:** List below any relationship you or any member of your Board of Directors or employees has with any Metro Councilperson, Metro Councilperson's family, Metro Councilperson's staff or any Louisville Metro Government employee. In addition, list below any relationship any member of your Board of Directors has with any employee of your agency being considered for or receiving funding.

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## Sample Logic Model

Inputs	Activities	Outputs	Measurable Outcomes
Resources dedicated or consumed by the program	What the program does with inputs to fulfill its mission	The direct products of program activities	Benefits for participants during and after program activities
<b><u>Sample Logic Model</u></b>			S- Specific M- Measurable A- Attainable R- Realistic T- Timely
\$3,000 grant  Rent-free facilities	Provide physical activity classes  Counsel pregnant women on healthy nutrition	100 participants attended  Counseled 50 women	75 (75%) of participants increased muscle mass by the sixth week of the program  50 ( 25%) of women increased knowledge and 35% reported serving fresh fruits and vegetables daily 6 months after program participation